

**Revenue Receipt Correction Form and Instructions**

	PK	Account	CC	BA	Fund	Amount	Order/WBS	Revenue Receipt Correction Request Instructions
1	50	1100001005		1111	ABC0000	1,000.00		Enter BA, Fund & Cash Amount from incorrect fund
2	40	1100001006		9999	XYZ0000	1,000.00		Enter BA, Fund & Cash Amount to correct fund
3	40	??????????	136002	1111	ABC0000	1,000.00		Enter Revenue Code, CC, BA, Fund, Amt from incorrect fund
4	50	??????????	136002	9999	XYZ0000	1,000.00		Enter Revenue Code, CC, BA, Fund, Amt to correct fund
								Insert additional rows needed

**Receipt Correction Information****Agency:**

Enter the Agency Name here

**BA:**

Enter the 4-digit agency # here

**Contact:**

Enter the contact person for any questions

**Ph #:**

Enter the contact's phone number

**Email:**

Enter the contact's email, if any

**Reason:**

Enter legal reason for transfer (ACA cite; current act; other)